

# Statement of Work (SOW) Workshop

**Course Number:** 1091

**Length:** 3 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

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Learn how to write an effective Statement of Work (SOW) to achieve the best value for your organization during an acquisition. In this course, you will practice writing each part of the SOW through a hands-on workshop and examine a SOW from a contractor's perspective. You will explore best practices, analyze legal cases, and recognize the impact your work has on cost, schedule, and quality. You will leave equipped with the ability to write a SOW that reflects actual requirements, elicits competitive proposals, and guides contractor performance.

## Intended Audience

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This course is designed for individuals assigned to write or review SOWs.

## Client-Provided Facility Requirements

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- White board with markers and eraser
- 1 computer per participant with Internet and Microsoft Office 2010 (preferred) including Word
- Instructor computer with Internet and Office 2010 (preferred) including Word and PowerPoint
- DVD-playing capability
- Printer
- Participants should have capability to save documents so they can save an electronic copy of their ungraded work.

## Course Learning Objectives

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- Analyze a mission need to determine the actual requirements
- Select an appropriate statement of work (SOW) type that satisfies the government requirements
- Describe all aspects of the work to be done in a way that will be understood by offerors
- Write a SOW that is free from ambiguities and will result in responsive, competitive proposals
- Evaluate the impact of a SOW on achieving best value throughout the acquisition process

## Course Additional Features

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- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

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## Course Schedule

DAY ONE	
MORNING	Lesson 1: Overview of Statements of Work
	Lesson 2: Defining the Requirement
LUNCH	
AFTERNOON	Lesson 3: Describing the Work in Detail
HOMEWORK	From <i>How to Write a Statement of Work</i> , read Chapter 2 pg. 55 to 61; Chapter 5 pg. 145 to 147; and Chapter 6

DAY TWO	
MORNING	Lesson 3: continued
	Lesson 4: Writing the SOW
LUNCH	
AFTERNOON	Lesson 4: continued
HOMEWORK	From <i>How to Write a Statement of Work</i> , read Chapter 7 pg. 239 to 249

DAY THREE	
MORNING	Lesson 4: continued
	Lesson 5: Living with Your SOW
LUNCH	
AFTERNOON	Lesson 5: continued
	Course Evaluation

## Learning Methods

Pre-work assignment, lecture, discussion, exercises, and independent readings

# Statement of Work (SOW) Workshop

## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 24

### Professional Development Units (PDUs)

- Credits: 21

### Continuous Learning Points (CLPs)

- Credits: 24

## Management Concepts Certificate Program Relationship

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This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

## Prerequisites

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There are no prerequisites for this course.

## Pework

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Participants must complete a reading assignment before the first day of class.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

## Follow-On Resources

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- [Writing Performance Work Statements](#)
- [Developing the Independent Government Cost Estimate](#)
- [Risk Management Essentials for the Federal Workforce](#)

# Statement of Work (SOW) Workshop

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/1091>



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